



United States
Environmental Protection
Agency
Region 10 NPDES Compliance Unit

NetDMR: Training For Permittees and Data Providers



January 20, 2016

Agenda

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Agenda

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Module 1: Introduction



The Paper Burden!



DMRs are the second-largest federal reporting requirement, following only IRS tax returns



What is NetDMR?

NetDMR is a Web based tool that allows NPDES permittees to electronically sign and submit their DMRs as well as permit required reports.

NetDMR Released by EPA

- Made available to states - June 22, 2009
- Region 10 Implementation – July 2009 (WA,OR,AK & ID)
- There are approximately 425 NPDES Permits issued by EPA in R10 with DMR requirements – We now have approximately 110 facilities (approx. 25%) regularly using NetDMR



System Requirements

- Microsoft Internet Explorer 6.0 or above with JavaScript, and session cookies enabled, and pop-up blockers disabled.
- Pentium III/IV or an equivalent processor.
- 128 MB RAM (512 MB recommended).
- A monitor with a resolution of at least 800 x 600.
- Internet Connection, recommend high speed.



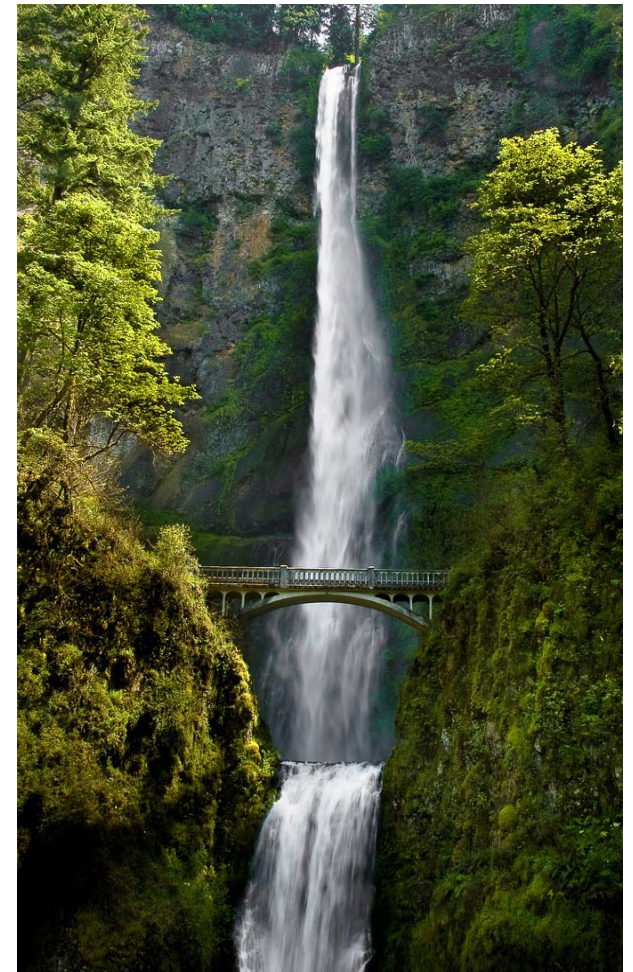
NetDMR System Capabilities

- Accepts DMR submissions & reports and pushes DMR data directly to EPA's national database
- Webforms are pre-populated with facility specific permit requirements
- Validate and edit checks on DMRs before submittal
- CROMERR approved electronic signature
- Provides instant E-mail confirmation of submittal
- Archived records available online
- Improves timeliness and accessibility of data
- Other reports can be submitted as attachments



Benefits of NetDMR

- Eliminates paper DMR data entry
- Improves data quality
- Improves data availability
- Encourages proper reporting
- Provides email confirmation of DMR submission
- Facility is in control of reporting on time



How it Works

1. Facility completes NetDMR training
2. Facility registers and requests access to use NetDMR
3. EPA reviews and approves the request
4. Permittee enters the DMR data into NetDMR and digitally Signs & Submits DMRs
5. ICIS-NPDES automatically evaluates compliance against permit limits, generating a compliance status



Where to Find NetDMR

- Production

<https://netdmr.zendesk.com/home>

- Test

<https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>



Who Can Sign a DMR

- **Signatory requirements are the same for paper as well as electronic DMRs (See 40 CFR 122.22)**

Responsible Officials to Sign Include:

- For Corporation: responsible corporate officer
- For Partnership: general partner or the proprietor
- For local, state, federal or other public agency: principal executive officer or ranking elected official



Signatory Authority Can be Delegated

- Authority to sign a DMR (and other permit-related reports) can be delegated by Responsible Official
- Delegation must be made in writing and original sent to EPA
- Delegations must be updated any time there is a change

John Doe



What Does This Mean for NetDMR

- Same people/positions have authority to sign electronically (i.e., Responsible Official)
- Subscriber Agreements can be used to provide EPA with written notice of delegations
- “Signatory Authorization” (Section E of subscriber agreement) = Responsible Official
- “Subscriber Signature” (Section F of subscriber agreement) = Delegated or Authorized Official



Responsible Official

Town Manager

Plant Manager

Delegated Official

Env Manager

Plant
Superintendent

Edit

Lab

Environmental
Staff

View

Tribe, State, or
anyone you
want





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Module 2: Creating a NetDMR Account



NetDMR Home Page

[Home](#) | [FAQs](#) | [Getting Started](#)



Welcome

NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to the Integrated Compliance Information System (ICIS). This is an alternative to the paper-based DMR submission process. If you are a permittee, this website can be used to complete and submit DMRs electronically for your facility.

Select Regulatory Authority:

Warning Notice

The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]

©2008 NetDMR



Selecting the Right Instance

- Each state or EPA region participating in NetDMR has their own instance
- Selecting the right instance depends on who normally receives your DMRs

Select Regulatory Authority:

EPA Region 10 - ID




Go



EPA Region 10 Home Page

- News
- NetDMR Instance Login
- Creating New Account
- Forgot User Name / Password

Login | FAQs | Getting Started | Contact the NetDMR Team

 NetDMR

Welcome

Welcome to the EPA Region 10 - ID installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any questions about NetDMR, please contact eng.sharon@epa.gov.

News

- There are no news items

Login to NetDMR

User Name

Password

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

Check Your PermitID

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

Warning Notice

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Privacy Statement

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©2008 NetDMR



Who Can Report?

- Any NPDES permittees with EPA issued permits required to submit DMRs in Region 10 may use NetDMR.
- Permittees must receive the appropriate training before requesting and receiving permission to use NetDMR. (You are in it)
- Once approved, a facility may begin submitting their DMRs electronically to EPA Region 10.
- Other permit related reports should also be sent to EPA electronically.

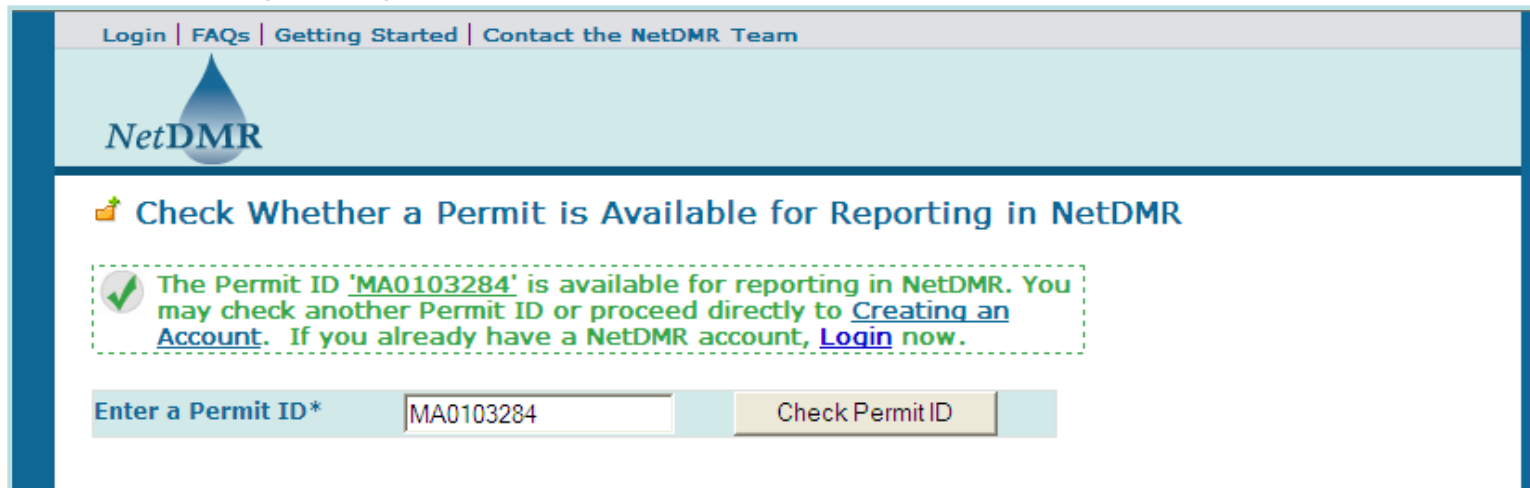


Checking Your Permit ID

Enter Permit ID Number

- Ensures your permit number is available on selected instance
- All permits that require DMRs to be submitted to EPA Region 10 are available
- Move forward with registration and completing a subscriber agreement

Does not ensure that your permit limits are coded



The screenshot displays the NetDMR website interface. At the top, there is a navigation bar with links: [Login](#), [FAQs](#), [Getting Started](#), and [Contact the NetDMR Team](#). Below this is the NetDMR logo, which features a blue water drop icon. The main heading reads "Check Whether a Permit is Available for Reporting in NetDMR". A green checkmark icon is followed by a message: "The Permit ID 'MA0103284' is available for reporting in NetDMR. You may check another Permit ID or proceed directly to [Creating an Account](#). If you already have a NetDMR account, [Login](#) now." Below this message is a form with a label "Enter a Permit ID*" and a text input field containing "MA0103284". To the right of the input field is a button labeled "Check Permit ID".



NetDMR Account Creation

Step 1: User Registration

- Establishes your identity
- Each user should have a unique account

Step 2: Account Verification

- Activate account and create password

Step 3: Request/Receive Access to Permit

- Associates your user account with specific permits
- Identifies your role in NetDMR for each permit




Step 1 – User Registration

- Need a valid email address
- Provide basic identifying information
 - Name
 - Email address (note: and email address may only be used once)
 - Organization
 - User Type
- Provide answers to 5 security questions (case sensitive)
- Click link in verification email



User Type

NetDMR

 **Create a NetDMR Account**

General Account Information

Please provide the information requested below to create a NetDMR account. A '*' indicates a required entry.

Email Address: *

Enter Email Address Again: *

User Name: *

☒ Use my email address as my user name

☐ Create my own user name

First Name: *

Last Name: *

Telephone Number: * (###-###-####)

Organization: *

Type of User: *

Select One

Select One

Internal User

Permittee User

Data Provider

Selected Security Questions

Please provide responses for the security questions. Select each question only one time. Note that answers are case-sensitive.

Question 1 *

Select One

IMPORTANT – Select 'Permittee User'. If you are a data provider select 'Data Provider'



Security Questions

Create a NetDMR Account - Windows Internet Explorer

https://netdmr.epa.gov/netdmr/public/create_account.htm

File Edit View Favorites Tools Help

Create a NetDMR Account

General Account Information

Please provide the information requested below to create a NetDMR account. A "*" indicates a required entry.

Email Address:*

Enter Email Address Again:*

User Name:*
☒ Use my email address as my user name
☐ Create my own user name

First Name:*

Last Name:*

Telephone Number:* (###-###-####)

Organization:*

Type of User:*

Selected Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive. Answer must be between 1 and 50 characters. Special characters other than - . ' may not be used.

Question 1*

What is your favorite city?
What is your father's middle name?
What is your favorite color?
What was your first pet's name?
What was your high school mascot?
Who was your childhood hero?
What is the name of the high school you attended?
What is the name of the street where you grew up?
What is your mother's maiden name?
What is your favorite vacation destination?

Question 4*

Question 5*

Done

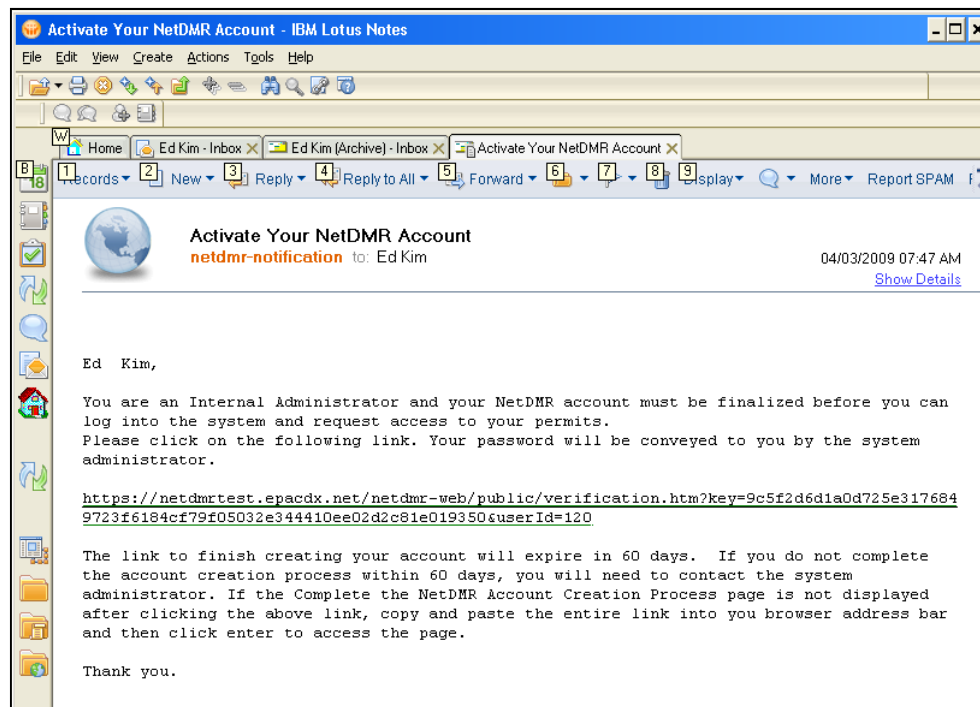
Start | Neil Handler - Inbox - IB... | Jan 2012 | Microsoft Excel | Microsoft PowerPoint - [...] | Create a NetDMR Acc... | Local intranet | 100% | 12:27 PM

Security Questions – you must answer 5 of these, answers are case sensitive.



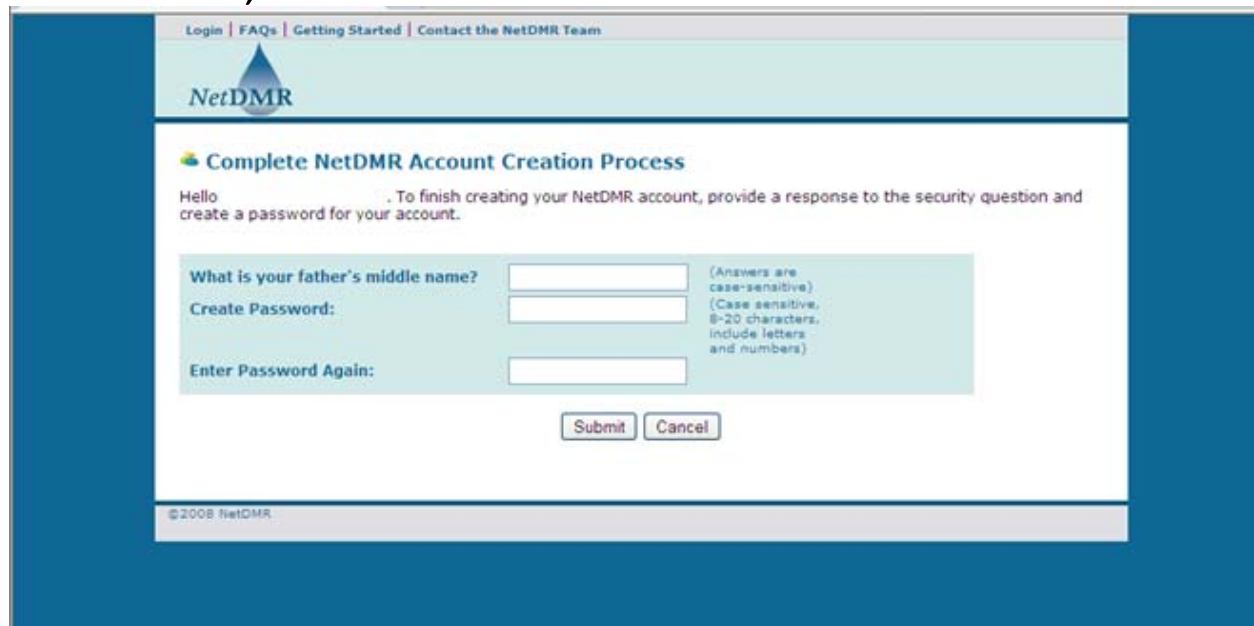
Step 2 – Account Verification

- You will receive a verification email from NetDMR; click the link within to complete the account verification process
- The link will expire in 60 days, link must be click to finalize account



Account Verification

- Answer Security Question
 - Remember answers are case sensitive
- Create a password, and then retype to confirm
 - Also case sensitive; expires every 90 days
 - 8-20 characters; must contain at least 1 letter and 1 number



The screenshot shows the NetDMR web interface. At the top, there are links for Login, FAQs, Getting Started, and Contact the NetDMR Team. The NetDMR logo is prominently displayed. Below the logo, the heading "Complete NetDMR Account Creation Process" is shown. A message reads: "Hello [blank], To finish creating your NetDMR account, provide a response to the security question and create a password for your account." The form contains three input fields: "What is your father's middle name?", "Create Password:", and "Enter Password Again:". To the right of the first field, a note states "(Answers are case-sensitive)". To the right of the password fields, a note states "(Case sensitive, 8-20 characters, include letters and numbers)". At the bottom of the form are "Submit" and "Cancel" buttons. The footer of the page indicates "© 2008 NetDMR".



Step 3 – Request/Receive Access

- Establishes your role in NetDMR
- First person to request access must be a signatory (e.g., responsible official or delegated official) and automatically becomes permit administrator
- Permit Administrator controls the roles and access for other users
- Additional permit administrators may be approved



NetDMR User Types

System Administrator

- EPA/NetDMR Host

Internal Users

- State and Federal Agency Users
 - Read-only access to all signed and submitted reports
 - Partially completed DMRs only able to be viewed when specifically requested and authorized by facility

External Users

- Permittees
- Data providers
 - contractors and labs



External User Roles (permittees and data providers)

- Signatory
 - Can sign and submit DMRs
- Permit Administrator
 - Controls access to permit in NetDMR
- Edit
 - Can enter and edit DMR data
- View
 - Can view DMR data only



Signatory

- Must sign and mail subscriber agreement to EPA Region 10
- Has ability to
 - Sign and submit DMRs
 - Refresh and delete DMRs
 - Initiate rejection of unauthorized DMRs
- Automatically has the role permissions for
 - Edit
 - View



Permit Administrator

- Manages access for permit(s)
 - Approves/denies requests for administrator, edit, and view access
 - Can also apply for multiple roles (edit, signatory...)



Edit

- Has permission to
 - Enter, edit and import DMR data
 - Delete unsubmitted DMRs

View

- Can only view DMRs (both submitted and pending)

Partial View

- Special requests by regulatory authority to view partially completed (unsubmitted) DMR's
- Typically only used for troubleshooting



Requesting Access

- Account home page
 - Request access link

The screenshot displays the NetDMR web application interface. At the top, there is a navigation bar with links: Home | My Account | Request Access | Help | Logout. The user is logged in as 'User: [redacted] Permittee User'. A notification box on the right indicates 'Louisiana DEQ' with a red 'X' icon. Below the navigation bar, there are three main sections: 'Search' (All DMRs & CORs), 'Import DMRs' (Perform Import, Check Results), and 'Download' (Blank DMR Form). A 'Session Lockout Timer: 28:30' is displayed on the right. The main content area is titled 'All DMRs & Copies of Record (CORs)'. It includes a search section with a 'Search:' label and a dropdown menu set to 'All DMRs & CORs'. Below this, there is a text box explaining the search fields: 'Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.' There are two search criteria: 'Permit ID:' and 'Facility:'. Each has a radio button, a dropdown menu set to 'All', and an 'Update' button. A note states: 'Note: The Update buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.' At the bottom, there is a 'Permitted Feature:' section with a dropdown menu set to 'All' and an 'Update' button. On the right side of the main content area, there is a 'Last 10 Logins' table with columns for date and time, showing a login on 3/10/10 at 10:02 AM.



Requesting Access

- Type in your 9 digit permit number
 - Click Update
- The first person to request access to a permit must be a signatory authority
 - Once signatory has been approved by the regulatory authority, you may request additional signatory, edit, view only, or permit administrator access

The screenshot shows a web application interface for requesting access to permits. At the top, there is a navigation bar with a 'Check Results' link. The main heading is 'Request Access to Permits and Associated DMRs'. Below this, a text box explains the process: 'Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.'

The form contains two main sections:

- Permit ID:** A text input field containing 'LAG75TEST' and an 'Update' button.
- Role:** A dropdown menu with 'Select One' selected. The dropdown list is open, showing options: 'Select One', 'Signatory', 'View', 'Edit', and 'Permit Administrator'. A note next to the dropdown states 'or role comes with Signatory role'.

Below the form, there is an 'Access Requests' section with the text: 'A summary of the current access requests is presented below.'

A table is displayed with the following structure:

Permit ID	Requested Role	Remove Access Request
No Permits found		

At the bottom of the form area, there is a 'Submit' button. The footer of the page shows '©2008 NetDMR'.



Requesting Access

- Select the applicable role and click Add request
 - If you are the signatory for several permit numbers repeat the process until you have requested access/roles for all permits. (note: if you request access for only one permit you will have to sign an agreement for each facility individually)
- You will see your access request pending at the bottom of the screen
 - If you've selected the incorrect role, click the red X to delete
 - Add additional permits/roles before clicking Submit


Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID:	<input type="text" value="LAG75TEST"/>	<input type="button" value="Update"/>
Role:	<input type="button" value="Select One"/> Note: Permit Administrator role comes with Signatory role	<input type="button" value="Add Request"/>

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
LAG75TEST	Edit	



Requesting Access

- If you selected the Signatory role, additional information is required
 - Select relationship to facility (“facility” for most)
 - If you are a Responsible Official choose the first button and click Submit
 - If you are being authorized by a Responsible Official to sign DMRs, use the second button and enter the information for the Responsible Official and click Submit
- At next screen, click Confirm

Permit ID	Requested Role	Additional Information
LAG75TEST	Signatory	<p>What is your employer's relationship to the facility or facilities?:</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p>Select One <input type="button" value="v"/> Select One Parent Facility Other</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

Responsible Official (points to the first radio button)

Authorized or Delegated Official (points to the second radio button)



Requesting Access

- Confirmation Screen
- Print Subscriber Agreement
 - Serves as the wet-ink signature for all signed and submitted DMRs
 - **Required to start using NetDMR!!!**

Search
All DMRs & CORs

Import DMRs
Perform Import
Check Results

Download
Blank DMR Form

Session Lockout Timer: 26:02

**Remember to print a copy of
your subscriber agreement
before you leave this page in the
Production Environment!!!**

Request Access to a Permit and Associated DMRs

Your access request(s) have been submitted for approval.

Click below to print the subscriber agreement for the signatory request(s) made during this session.

Print Subscriber Agreement

Back



Requesting Access

- EPA approves all signatory user requests
- EPA must approve signatory request before you can begin using NetDMR
- All other types of user requests (permit administrator, edit, view) will need to be approved by facility



Request Signatory (first person)



WWTP Supt.

Signed
Subscriber
agreement



Verifies permit
information

Grants access



Signatory
Approved and
Permit Admin.
established

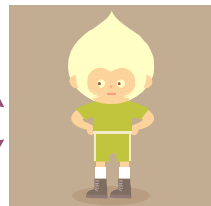
1 week later



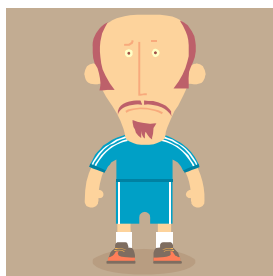
Lab Mgr. Requests Edit
Role



Lab Tech
Requests View
Role



WWTP Supt.



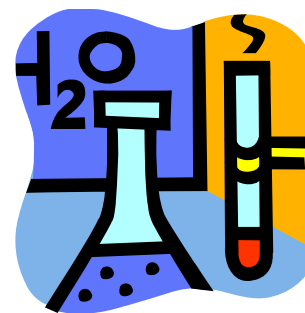
Asst. Supt. Requests
Signatory & Permit
Admin.

Signatory

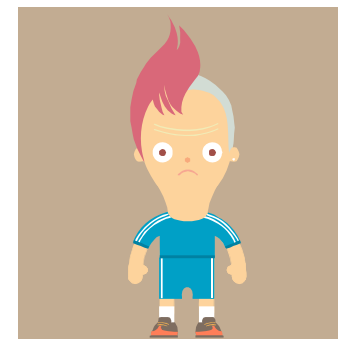
Admin



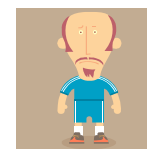
3 MONTHS LATER



Requests Edit



Requests View



OR





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Module 3: User Accounts



Signing In

- **Three attempts to log-in before account is locked**
 - Must answer security question correctly to unlock
- **Forgotten username/passwords may be retrieved or reset online**
 - Reset with verification email
 - Retrieve/change by answering a security question
- **Passwords and security questions are case sensitive**
- **Passwords expire every 90 days**
 - Reset password that is not the same as the 10 most recent passwords you've used



Your Account Home Page

Home | My Account | Request Access | Help | Logout

User: kelly@wonkyi.com, Permittee User

NetDMR

Louisiana DEQ

Session Lockout Timer: 29:21

Manage Access Requests

Search All DMRs & CORs Permit ID Users

Import DMRs Perform Import Check Results

View Permits Users

Download Blank DMR Form

Search: All DMRs & CORs Permit ID Users

Permit ID

Enter a full Permit ID to retrieve and view information about the permit.

Permit ID:

Search

Last 10 Logins

3/17/10	10:55 AM	-
2/8/10	4:21 PM	-
1/14/10	3:14 PM	-

✓ Pending Access Requests

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Pending Access Requests - External

No results.

Pending Access Requests - Internal

No results.

Submit Cancel

©2008 NetDMR



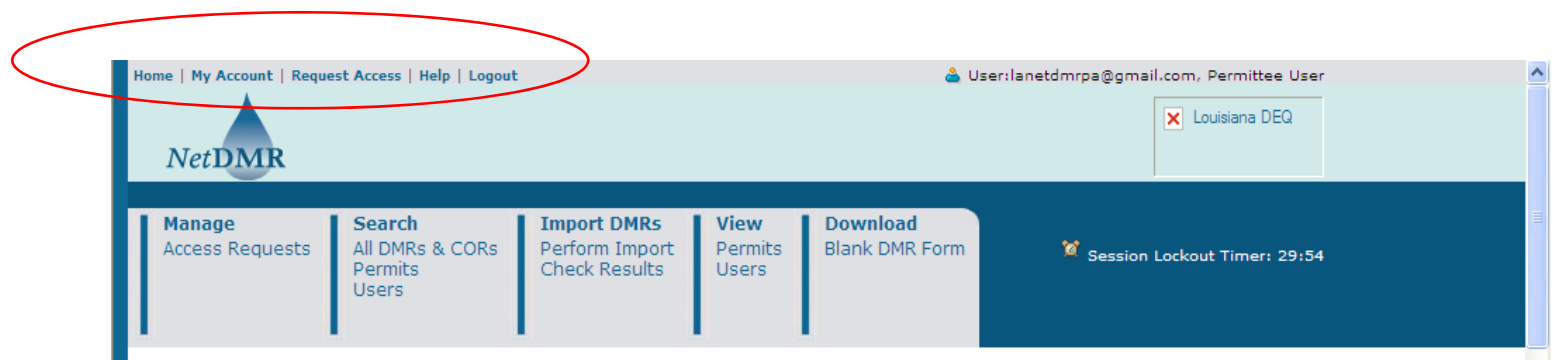
Your Account Home Page

- Top of Screen
 - Home, My Account, Request Access, Help, Logout
- Header Bar
 - Manage, Search, Import DMRs, View, Download
- Last 10 Logins
- Frequently Used Functions
 - Search Box, Pending Access Requests



Top of Screen

- **Home**
 - Brings you back to the home screen
- **My Account**
 - Allows you to view and edit your account settings
- **Request Access**
 - Request access to permits with specific roles
- **Help**
- **Logout**



My Account

- View Account Information
 - Basic Information
 - Selected Security Questions
 - My Permits
- Edit Account

My Account	
Email:	lanetdmrpa@gmail.com
User Name:	lanetdmrpa@gmail.com
First Name:	Kelly
Last Name:	Petersen
Telephone Number:	225-219-3683
Organization:	Ville Platte
Type of User:	Permittee User



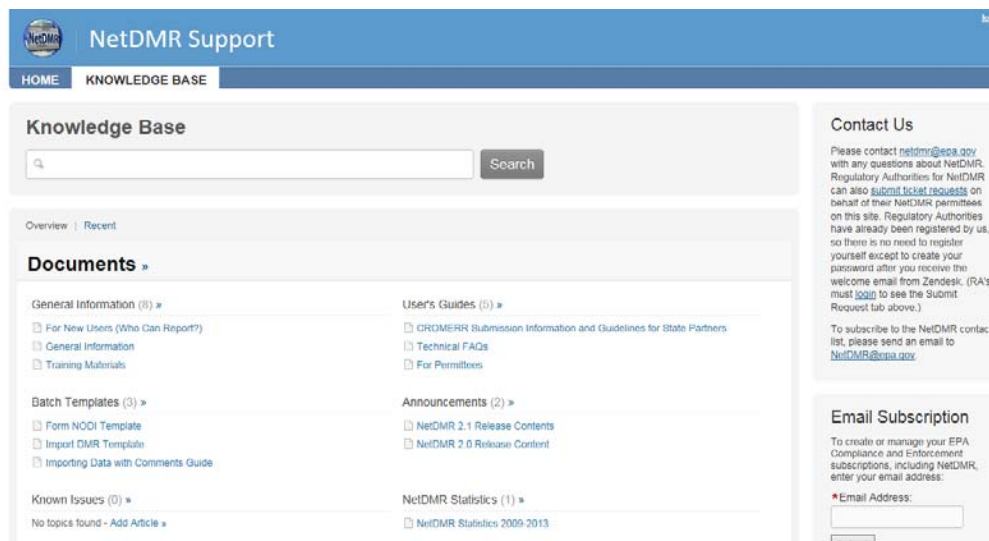
Edit My Account

- General Account Information
 - Cannot change user type, must contact EPA Region 10
- My Permits
 - Access subscriber agreements
 - Remove unnecessary access to permits
- Security Questions and Answers
- Change Your Password
- Lock Your Account



Help

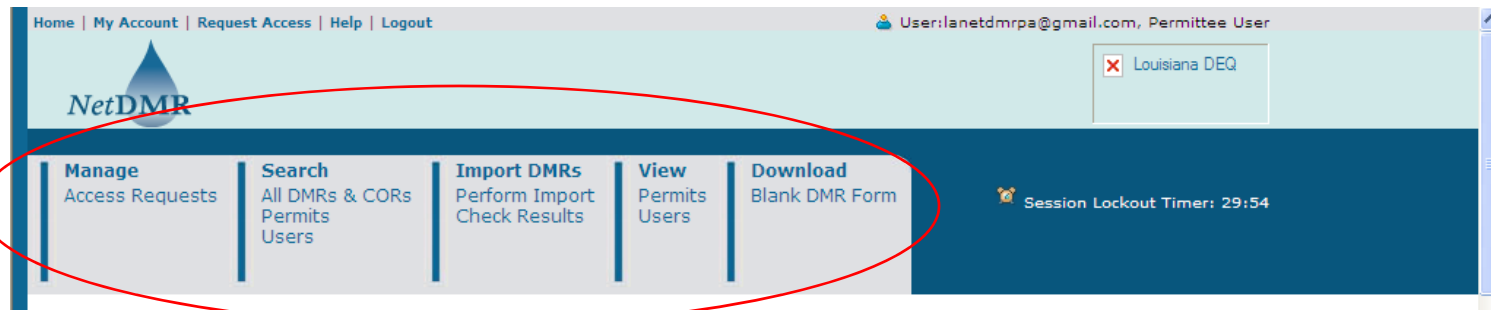
- NetDMR support site: <https://netdmr.zendesk.com/home>
- Under the tab 'Knowledgebase' at the top of the screen you will find training materials, templates for importing, and most importantly the user guide for Permittees (highly recommend you download and print a copy)



Header Bar

- **Manage** Access Requests
- **Search** All DMRs & CORs, Permits, Users
- **Import DMRs** Perform Import or Check your Results
- **View** Permits or Users
- **Download** Blank DMR form

Note the **Session Lockout Timer**: you will be logged out after 30 min of inactivity



*Visibility of header bar options is dependent on user type

Manage Access Requests

- If you have the Permit Administrator role, you would come here to approve access requests

Note: As Permit Administrator, you cannot approve signatory roles (EPA only).

NetDMR

Louisiana DEQ

Session Lockout Timer: 29:50

Manage Access Requests

Pending Access Requests - External

One item found

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Ashley Viator	lanetdmrtest	LAG75TEST	LAG75TEST	Signatory	03/10/10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

Pending Access Requests - Internal

No results.



Managing Access

- External requests are on behalf of employees affiliated with your agency
 - View, Edit, Signatory
 - Data Providers (Consultants or Labs)
- Internal requests are from the regulatory authority for viewing partial DMRs
 - Troubleshooting





Managing Access

- Click on Manage Access Requests, or scroll to the bottom of the home page
 - You can view more details about a user by clicking the icon at the far right
 - For someone requesting access as signatory, the approve/deny boxes will be grayed out
 - You can sort by column headers with hyperlinks

Pending Access Requests - External

Permits 1 through 2 of 2

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Detail
Ashley Viator	lanetdmrtest	LAG75TEST	LAG75TEST	Signatory	03/10/10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
LaNetDMR DataProvider	lanetdmrpd@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	


Pending Access Requests - Internal


No results.



Approving Access Requests

- To approve an access request, click the Approve checkbox, then click Submit
- Click Submit again on the next page to confirm

 **Manage Access Requests**

 You have requested access rights update for the following users. Please confirm.

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment
LaNetDMR DataProvider	lanetdmr@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>


Pending Access Requests - Internal


No results.




Approving Access Requests

- You will receive a confirmation message on the next screen

 **Confirm Access Requests**

 Access rights have been updated.

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View De
LaNetDMR DataProvider	lanetdmrpd@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Back

Pending Access Requests - Internal

No results.

Back



Denying Access Requests

- If someone requests the wrong role, you may deny their access request
- When you deny a request, you must include a comment

Pending Access Requests - External

<u>Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>Requested Access Rights</u>	<u>Request Date</u>	Approve	Deny	Comment
LaNetDMR DataProvider	lanetdmrpd@gmail.com	VILLE PLATTE, CITY OF	LA0038814	Edit	03/11/10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div><div></div><div></div></div> <p>If you deny an access request, you must enter a comment indicating the reason for not approving the request.</p>



Search

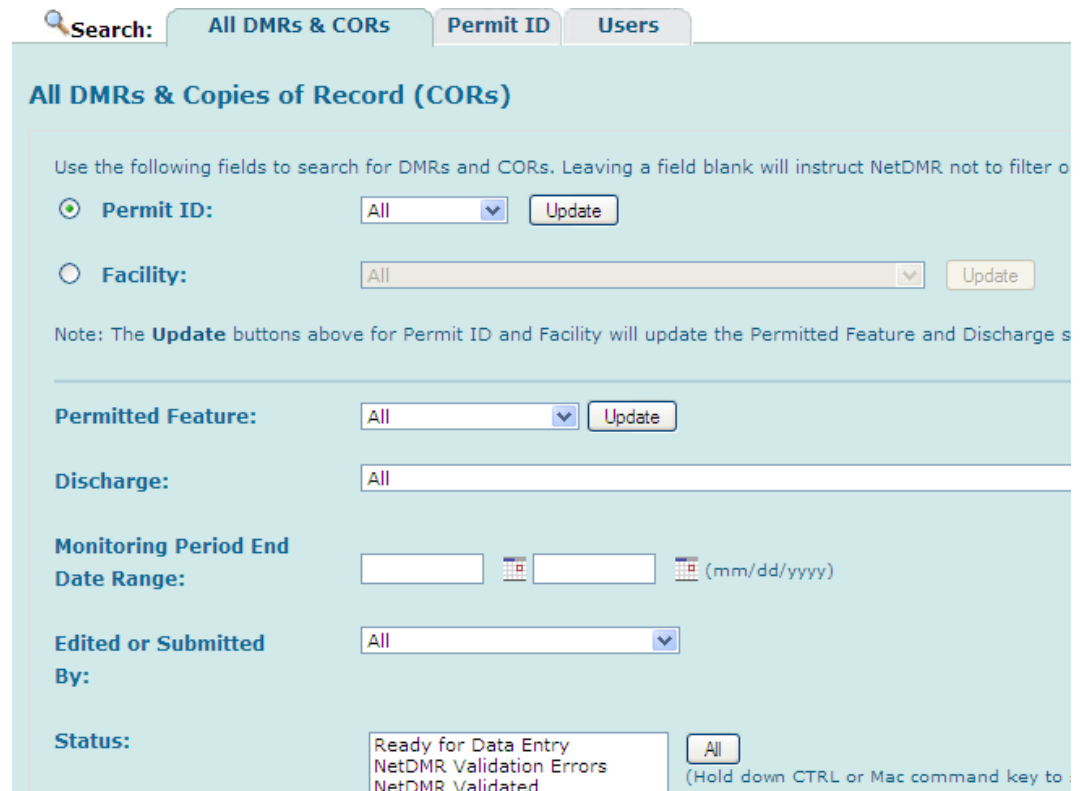
- Similar to the tabs on the home page, you may search:
 - All DMRs & CORs
 - Permits
 - Users

The screenshot displays the NetDMR web application interface. At the top, there is a navigation bar with links: Home | My Account | Request Access | Help | Logout. The user is logged in as 'User:lanetdmrpa@gmail.com, Permittee User'. A dropdown menu for 'Louisiana DEQ' is visible. Below the navigation bar, there is a main menu with several options: Manage (Access Requests), Search (All DMRs & CORs, Permits, Users), Import DMRs (Perform Import, Check Results), View (Permits, Users), and Download (Blank DMR Form). The 'Search' option is circled in red. Below the main menu, there is a search section with a 'Search:' label and three tabs: 'All DMRs & CORs', 'Permit ID', and 'Users'. The 'All DMRs & CORs' tab is selected. The search results section is titled 'All DMRs & Copies of Record (CORs)'. It contains a message: 'Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.' There are three search fields: 'Permit ID:' with a dropdown menu set to 'All' and an 'Update' button; 'Facility:' with a dropdown menu set to 'All' and an 'Update' button; and 'Permitted Feature:' with a dropdown menu set to 'All' and an 'Update' button. A note below the fields states: 'Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.'



Search All DMR's & CORs

- You can filter your search criteria by:
 - Permit Number
 - Permitted Feature (001)
 - Discharge (A, Q, Y)
 - Monitoring Period End Date Range
 - Edited or Submitted by:
 - Status
 - COR confirmation #



The screenshot displays the 'Search' interface for 'All DMRs & CORs'. It features a search bar with a magnifying glass icon and three tabs: 'All DMRs & CORs', 'Permit ID', and 'Users'. Below the tabs, the title 'All DMRs & Copies of Record (CORs)' is shown. A note states: 'Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on'. The search criteria include: 'Permit ID' (dropdown menu set to 'All' with an 'Update' button), 'Facility' (text input field set to 'All' with an 'Update' button), 'Permitted Feature' (dropdown menu set to 'All' with an 'Update' button), 'Discharge' (text input field set to 'All'), 'Monitoring Period End Date Range' (two date pickers with a '(mm/dd/yyyy)' format hint), 'Edited or Submitted By' (dropdown menu set to 'All'), and 'Status' (a list box showing 'Ready for Data Entry', 'NetDMR Validation Errors', and 'NetDMR Validated' with an 'All' button). A footer note says '(Hold down CTRL or Mac command key to)'. The interface has a light blue background with white text and buttons.



Search All DMR's & CORs

- You can sort your search results by clicking on any column with a hyperlink
- Watch out for multiple pages of DMRs!

Users

[View All](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Refresh DMR Data](#) | [Refine Search](#) | [New Search](#)

DMR/COR Search Results

DMRs 1 through 10 of 23 ◀◀ 1, 2, 3 ▶▶

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All Clear All	Include in Batch COR Download Check All Clear All
Edit DMR ▼ Go	LAG75TEST	LAG75TEST	002	002-S	Treated Sanitary Wastewater Less Than 5000 GPD	06/30/10	07/28/10	Ready for Data Entry			
Edit DMR ▼ Go	LAG75TEST	LAG75TEST	001	001-Q	Exterior Vehicle and Equipment Wash Wastewater	03/31/10	04/28/10	Ready for Data Entry			
Edit DMR ▼ Go	LAG75TEST	LAG75TEST	003	003-Q	Commingled Discharges of Treated Vehicle Wash and Sanitary Wastewater Less Than 5000 GPD	03/31/10	04/28/10	Ready for Data Entry			
Edit DMR ▼ Go	LAG75TEST	LAG75TEST	004	004-A	Wastewaters from Portable Vehicle Washing Operations which are Discharged at a	01/31/10	04/28/10	Ready for Data Entry			



Search Permits

- This will bring you to a screen where you can view:
 - Permit details
 - Applicable users/roles
 - Pending Access Requests
- Permit Administrators can also enter email addresses for DMR submittal notifications

 **Permit ID**

Enter a full Permit ID to retrieve and view information about the permit.

Permit ID:

Search



Search User

(limited to persons associated with your permits only)

- To search for a specific user, type information to narrow down the results
- You may also enter partial information if you are unsure of spelling
- Searching with no information filled in will return a list of all users for all permits you have access to

Search Users

Search for Users using any combination of search criteria. For text and numeric information, you can enter name of 'jo' would return 'johnsmith' and 'sjohnson'.

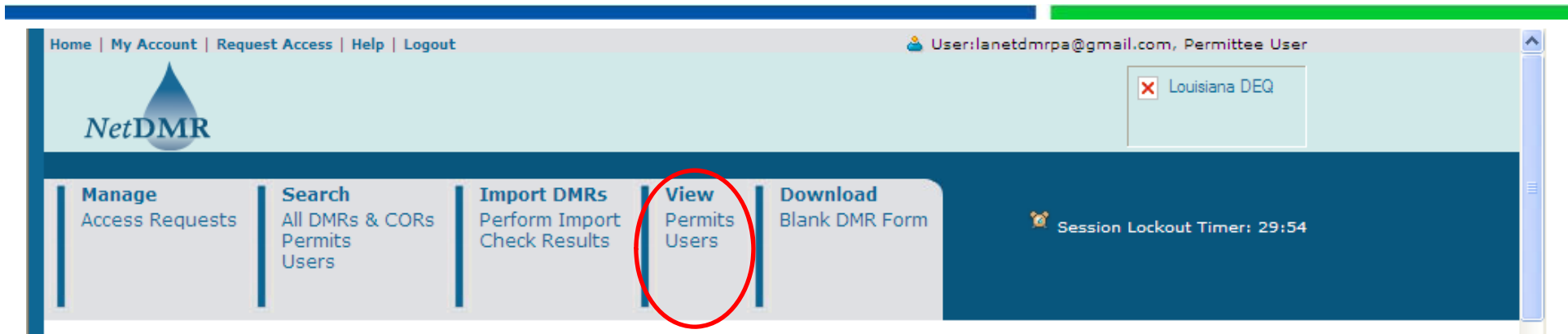
User First Name	<input type="text"/>
User Last Name	<input type="text"/>
User Name	<input type="text"/>
Email	<input type="text"/>
Permit ID	<input type="text"/>
Facility Name	<input type="text"/>

Search

Cancel



View



- Permits
 - List of all permits for which you have access
- Users
 - You can view a list of all users associated your permit(s)



Download

Home | My Account | Request Access | Help | Logout

User:lanetdmrpa@gmail.com, Permittee User

NetDMR

Louisiana DEQ

Manage Access Requests

Search All DMRs & CORs Permits Users

Import DMRs Perform Import Check Results

View Permits Users

Download Blank DMR Form

Session Lockout Timer: 29:54

- Downloads a blank DMR form
- No DMR limits or data

[illegible]



United States
Environmental Protection
Agency

Region 10 NPDES Compliance Unit

Module 4: Searching DMRs and Entering Data



Frequently Used Functions

- Added way to search and view pending access requests quickly from Home screen
 - Search
 - Pending Access Requests
- Works the same as using the header bar

The screenshot displays a web application interface for the R10 NetDMR Training. At the top, there is a search bar with a magnifying glass icon and three tabs: "All DMRs & CORs", "Permit ID" (which is selected), and "Users". Below the search bar, the "Permit ID" section is highlighted in light blue. It contains the text "Permit ID" and "Enter a full Permit ID to retrieve and view information about the permit." Below this is a text input field labeled "Permit ID:" and a "Search" button. To the right of the search bar, there is a "Last 10 Logins" table with three columns: date, time, and a status icon. The table contains three rows of login data. Below the search bar, there is a section titled "Pending Access Requests" with a green checkmark icon. It includes instructions on how to sort the table rows and a note about the "View All" and "View Partial" buttons. Below this, there are two sections: "Pending Access Requests - External" and "Pending Access Requests - Internal", both of which show "No results." At the bottom right of the interface, there are "Submit" and "Cancel" buttons.

3/17/10	10:55 AM	-
2/8/10	4:21 PM	-
1/14/10	3:14 PM	-

Permit ID
Enter a full Permit ID to retrieve and view information about the permit.

Permit ID:

✓ **Pending Access Requests**
Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Pending Access Requests - External
No results.

Pending Access Requests - Internal
No results.



Search DMRs

- Multiple search options
- Can search and access multiple permits through one account

Search: **All DMRs & CORs** Permit ID Users

All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ **Permit ID:**

☐ **Facility:**

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature:

Discharge:

Monitoring Period End Date Range: (mm/d)

Edited or Submitted By:

Status:
NetDMR Validation Errors
NetDMR Validated

(Hold down CTRL or Mac command key to select/deselect multiple)

Use "Ready for Data Entry" status to locate DMRs ready to be filled out!



DMR Search Results

- Results Header
- DMR Search Results

[View All](#) |
 [Sign & Submit Checked DMRs](#) |
 [Download Checked CORs](#) |
 [Refresh DMR Data](#) |
 [Refine Search](#) |
 [New Search](#)

DMR/COR Search Results

DMRs 1 through 10 of 23 [◀◀](#) [◀](#) [1](#) [2](#) [3](#) [▶](#) [▶▶](#)

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All Clear All	Include in Batch COR Download Check All Clear All
Edit DMR ▼ Go	LAG75TEST	LAG75TEST	002	002-S	Treated Sanitary Wastewater Less Than 5000 GPD	06/30/10	07/28/10	Ready for Data Entry			
Edit DMR ▼ Go	LAG75TEST	LAG75TEST	001	001-Q	Exterior Vehicle and Equipment Wash Wastewater	03/31/10	04/28/10	Ready for Data Entry			
Edit DMR ▼ Go	LAG75TEST	LAG75TEST	003	003-Q	Commingled Discharges of Treated Vehicle Wash and Sanitary Wastewater Less Than 5000 GPD	03/31/10	04/28/10	Ready for Data Entry			
Edit DMR ▼ Go	LAG75TEST	LAG75TEST	004	004-A	Wastewaters from Portable Vehicle Washing Operations which are Discharged at a	01/31/10	04/28/10	Ready for Data Entry			



DMR Search Results Header

- View All
- Sign & Submit
- Download COR
- Refresh DMR Data
- Refine & New Search

[View All](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Refresh DMR Data](#) | [Refine Search](#) | [New Search](#)

DMR/COR Search Results

DMRs 1 through 10 of 23 [1](#), [2](#), [3](#)

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All Clear All	Include in Batch COR Download Check All Clear All
Edit DMR <input type="button" value="Go"/>	LAG75TEST	LAG75TEST	002	002-S	Treated Sanitary Wastewater Less Than 5000 GPD	06/30/10	07/28/10	Ready for Data			



Enter/Edit DMR Data

- Web Form
- DMR Form Layout
 - Top of Form
 - Collapsible header
 - Limits/Results
 - Edit Check Errors
 - Comments/Attachments
- Helpful Features



Web Form

- Closely resembles paper DMR form
- Provides current limit information
- Only allows data input in required/optional fields
- Allows for attachments (PDF, Excel, Word document formats)



Top of Form

 Clear Parameter Fields |  Save & Continue |  Save & Exit |  Sign & Submit |  Print Friendly View |  DMR/COR Search Results

- Clear parameter fields
 - Clears all data
- Save & Continue
 - Saves the data but does not move away from the page
- Save & Exit
 - Saves the data and exits to home page
- Sign & Submit
 - Saves the data and prompts for electronic signature
- Print Friendly View
- DMR/COR Search Results
 - Brings you back to the search results page



Collapsible Header

- Contains facility and DMR Info
- Enter Principle Executive Officer
- Form Level No Data Indicator (NODI)

 [Edit DMR](#)

Collapse Header

Permit

Permit ID: LAG75TEST

Permittee: LAG75TEST

Facility: LAG75TEST

Permitted Feature: 002 - External Outfall

Major: ☐

Permittee Address: 602 North 5th Street
Baton Rouge, LA 70802

Facility Location: 602 NORTH 5TH STREEET
BATON ROUGE, LA 70802

Discharge: S - Treated Sanitary Wastewater Less Than 5000 GPD

Report Dates & Status

Monitoring Period: From 01/01/10 to 06/30/10

Status: **Ready for Data Entry**

Considerations for Form Completion

The TSS limit for an oxidation pond shall be 135 mg/L weekly average. The Fecal Coliform limit for an oyster propagation area shall be 43 colonies/100ml daily max.

Principal Executive Officer

First Name:

Title:

Last Name:

Telephone:

No Data Indicator (NODI)


























Form NODI:



Limits/Results

- Parameters
- Permit Limits (hard-coded)
- NODI, Frequency of Analysis, Sample Frequency (lists)

No Data Indicator (NODI)
Form NODI:

Parameter	NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code  Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00310 BOD, 5-day, 20 deg. C	Smpl.						=  mg/L 				
1 - Effluent Gross										02/YR 	GR 
Season: 0	Req.						<= 45 Weekly Average	Milligrams per Liter		Semiannual	GRAB
NODI:  <input type="button" value="Apply"/>	NODI										
00400 pH	Smpl.				= 		=  SU 				
1 - Effluent Gross										02/YR 	GR 
Season: 0	Req.				>= 6 Minimum		<= 9 Maximum	Standard Units		Semiannual	GRAB
NODI:  <input type="button" value="Apply"/>	NODI										
00530 Solids, total suspended	Smpl.						=  mg/L 				
1 - Effluent Gross										02/YR 	GR 
Season: 0	Req.						<= 45 Weekly	Milligrams per liter		Semiannual	GRAB



Bottom of Form

- Edit Check Errors
- Comments – large enough for NCR info
- Add Attachments (PDF, Excel, Word document formats)
- Report Last Saved By
- Save & Continue, Save & Exit, Sign & Submit, DMR/COR Search Results

The screenshot displays the bottom portion of a web form with a light blue background and horizontal stripes. The sections are as follows:

- Edit Check Errors:** A section with the text "No results."
- Comments:** A large, empty text area with a vertical scrollbar on the right side.
- Attachments:** A section containing a button labeled "Add Attachment" and the text "No results."
- Report Last Saved By:** A section with labels for "User:", "Name:", "E-Mail:", and "Date/Time:". The "Date/Time:" field is populated with "01/15/10 9:20 CST".

At the bottom of the form, there is a navigation bar with the following links: "Save & Continue", "Save & Exit", "Sign & Submit", and "DMR/COR Search Results".



DMR Attachments

You can attach one or more files to a DMR from the Attachments section of the ***Edit DMR page by following*** these steps:

1. Click on **Add Attachment** and the ***Add Attachment page is displayed:***

Home | My Account | Request Access | Help | Logout

User: magpermit@hotmail.com, Permittee User

NetDMR

EPA
Region 1, New England

Manage Access Requests | Search All DMRs & CORs Permits Users | Import DMRs Perform Import Check Results | View Permits Users | Download Blank DMR Form

Session Lockout Timer: 29:57

Add Attachment

Use this page to add an attachment to a DMR. Note that attachments may not be larger than 20 megabytes and the file name may not contain spaces. Fields marked with * are required.

File:*

© 2008 NetDMR


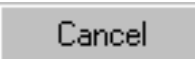


DMR Attachments

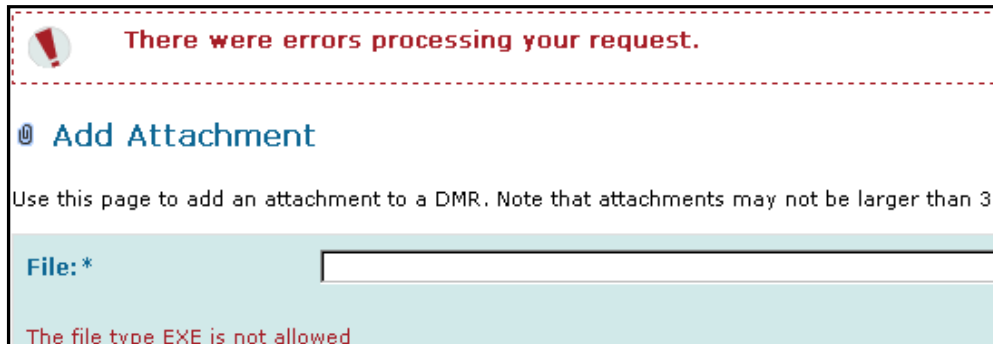
3. Double-click on the name of the file to attach,

OR


Click on the name of the file to highlight it, then click on  to select the file or click on  to return to the **Add Attachment page**.

4. Click on  to attach the file, or click on  to return to the **Edit DMR page without attaching a file**.

5. If you attempt to upload a .com, .dll, .exe, or .vbs file, **or use a space or special character in the title**, NetDMR will display an error message indicating that the file could not be attached:



There were errors processing your request.

 Add Attachment

Use this page to add an attachment to a DMR. Note that attachments may not be larger than 30

File: *

The file type EXE is not allowed



Data Validity Checks

- Hard Errors
 - DMR will not be accepted
 - e.g. alpha character in a numeric only field
 - Must be corrected before DMR can be SAVED
- Soft Errors
 - Informational Alerts
 - e.g. values which are exceedances of the permitted limit
 - You are not required to change DMR data based on these errors but they must be acknowledged



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-



Soft Error Example

- Use the check box to acknowledge informational errors

Edit Check Errors						
Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00400	pH	Effluent Gross	Quality or Concentration Sample Value 1	Hard	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	Hard	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	<input type="checkbox"/>



No Data Indicator (NODI)

- Indicates a reason for no sample results
- 3 Options:
 - Form Level (#1): applies to entire DMR
 - Parameter Level (#2): applies to entire parameter
 - Individual Value Field (#3): applies only to an individual field for that parameter

No Data Indicator (NODI)

Form NODI: #1

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	
00310	BOD, 5-day, 20 deg. C	Smpl.						=	mg/L			
1 - Effluent Gross												
Season: 0		Req.						<= 45 Weekly Average	Milligrams per Liter			
NODI: <input type="text"/>		NODI						#3				



Other Codes

- Units of Measurement: Hard-coded to permit specifications
- Frequency of Analysis & Sample Type: prepopulated; if different, choose appropriate code from dropdown menu
 - Lists for each of these are available to help you determine the right option
- Value qualifier dropdown menu

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
00310	BOD, 5-day, 20 deg. C	Smpl.						=	mg/L			
1 - Effluent Gross									List		02/YR	GR
Season: 0		Req.						<= 45 Weekly Average	Milligrams per Liter		Semiannual	GRAB
NODI: <input type="text"/> Apply		NODI										



Saving DMR Data



Save & Continue |



Save & Exit |

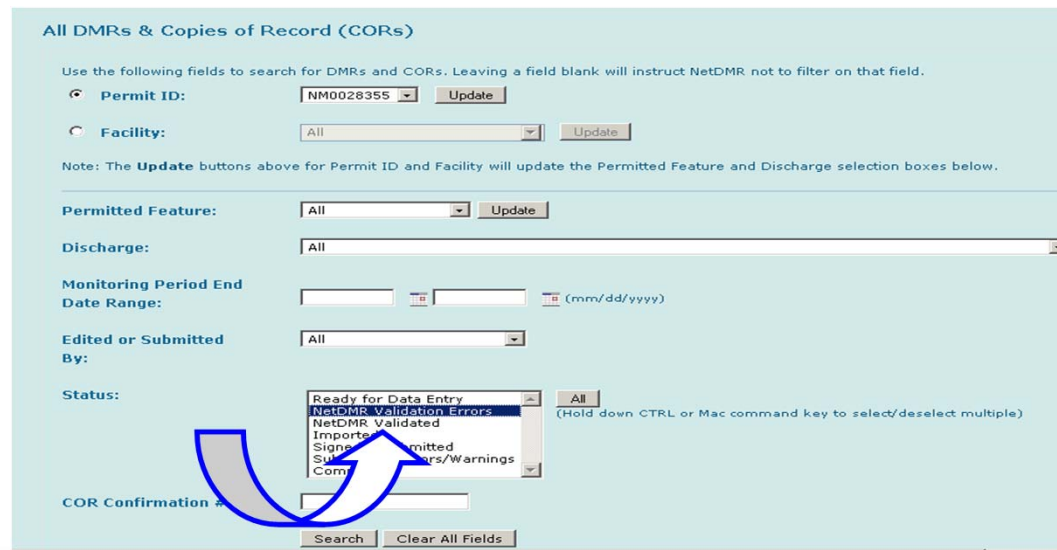
- Easiest way to view DMR errors
- Errors will be highlighted for your review
- Will stay on the same page

- Will not see highlighted errors
- Will bring you back to search results or search page
- To view errors, search for DMRs with the status “NetDMR Validation Errors”



If You Choose Save & Exit...

- Errors will be highlighted
- To find errors, search for DMRs with the status “NetDMR Validation Errors”
- Until your DMR has a status of ‘NetDMR Validated’ the form can not be signed



All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ Permit ID: NM0028355

☐ Facility: All

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature: All

Discharge: All

Monitoring Period End Date Range: (mm/dd/yyyy)

Edited or Submitted By: All

Status:
(Hold down CTRL or Mac command key to select/deselect multiple)

☒ NetDMR Validation Errors
☐ NetDMR Validated
☐ Imported
☐ Signed
☐ Submitted
☐ Submitted/Warnings
☐ Completed

COR Confirmation #





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Region 10 NPDES Compliance Unit

Module 5: Sign and Submit DMRs



Sign and Submit DMRs

- Can sign and submit DMRs several ways
 - Edit DMR Screen - Single DMR
 - Search Screen - One or multiple DMRs
- Summary information provided for each DMR being signed
- Requires password and security statement to submit
- Must have signatory authority role with subscriber agreement on file



Identifying DMRs Ready for Submittal

- NetDMR Validated status
 - DMR data has been entered and saved with any errors validated

[Sign & Submit Checked DMRs](#) |
 [Download Checked CORs](#) |
 [Refresh DMR Data](#) |
 [Refine Search](#) |
 [New Search](#)

DMR/COR Search Results

DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All Clear All	Include in Batch COR Download Check All Clear All
<div>Edit DMR</div> <div>Go</div>	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/28/09	NetDMR Validated		<input type="checkbox"/>	
<div>Edit DMR</div> <div>Go</div>	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	
<div>Edit DMR</div> <div>Go</div>	NM0028355	UNIVERSITY OF CALIFORNIA	051	051-A	TREATED RADIOACTIVE LIQUID WASTE TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	



Edit DMR Screen

- Select DMR from Search Results
- Verify that data is complete and errors acknowledged
- Click “Sign & Submit” at top or bottom of form

The screenshot displays the 'Edit DMR' interface. It includes sections for 'Edit Check Errors' (showing 'No results.'), 'Comments' (with a text area), and 'Attachments' (with an 'Add Attachment' button and 'No results.'). Below these is the 'Report Last Saved By' section, which lists 'User:', 'Name:', 'E-Mail:', and 'Date/Time: 01/15/10 9:20 CST'. At the bottom, a navigation bar contains four links: 'Save & Continue', 'Save & Exit', 'Sign & Submit' (circled in red), and 'DMR/COR Search Results'.



Search Screen (Single DMR)

- From the “Next Step(s)” dropdown menu, choose “Sign & Submit,” then click Go

DMR/COR Search Results

DMRs 1 through 7 of 7

<u>Next Step(s)</u>	<u>Permit ID</u>	<u>Facility</u>	<u>Permitted Feature</u>	<u>Discharge #</u>	<u>Discharge Description</u>	<u>Monitoring Period End Date</u>	<u>DMR Date</u>
<div>Edit DMR Go</div>	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/28
<div><div>Edit DMR Edit DMR Sign and Submit DMR</div></div>	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD	04/30/09	05/28



Search Screen (Multiple DMRs)

- Select the DMRs you want to submit using the checkboxes under “Include in Batch Submit”
 - Check all/Clear all buttons available
- Click “Sign & Submit Checked DMRs”

[Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Refresh DMR Data](#) | [Refine Search](#) | [New Search](#)

DMR/COR Search Results

DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All Clear All	Include in Batch COR Download Check All Clear All
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/28/09	NetDMR Validated		<input type="checkbox"/>	
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	051	051-A	TREATED RADIOACTIVE LIQUID WASTE TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	



Sign & Submit

- A list of DMRs to be submitted including all soft errors for the Signatory's review
- From this screen, the Signatory can also:
 - View completed DMRs before signing
 - Sort on any of the columns with a hyperlink



Sign & Submit Screen

Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add COR and Attachments to Email Notification	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MA0100617	LEOMINSTER W W T P	001	001-A	TREATED MUNICIPAL WASTEWATER	06/30/09	07/15/09	NetDMR Validated

Attachments

Name	Type	Size
DMR Cover Letter.doc	doc	61440

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am John Smith.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit these data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

What is your favorite city?

Password



©2008 NetDMR



Signing DMRs - Batch

Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add COR and Attachments to Email Notification	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		MA0100617	LEOMINSTER W W T P	001	001-A	TREATED MUNICIPAL WASTEWATER	06/30/09	07/15/09	NetDMR Validated						
Attachments																
<table><thead><tr><th>Name</th><th>Type</th><th>Size</th></tr></thead><tbody><tr><td>DMRCoverLetter.doc</td><td>doc</td><td>61440</td></tr></tbody></table>											Name	Type	Size	DMRCoverLetter.doc	doc	61440
Name	Type	Size														
DMRCoverLetter.doc	doc	61440														
<input type="checkbox"/>	<input type="checkbox"/>		MA0100617	LEOMINSTER W W T P	001	001-B	EFFLUENT TOXICITY DATA	03/31/10	04/30/10	NetDMR Validated						

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am John Smith.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit these data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

What is your favorite city?

Password



Signing DMRs

- To officially sign, you must answer the required security question(s) and enter your password

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

- 1. I am Cathy Bius.*
- 2. I have not violated any term in my Electronic Signature Agreement.*
- 3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.*
- 4. I have the authority to submit these data on behalf of the listed facilities.*
- 5. This action constitutes an electronic signature equivalent to my written signature.*
- 6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.*

What is your favorite city?

Password

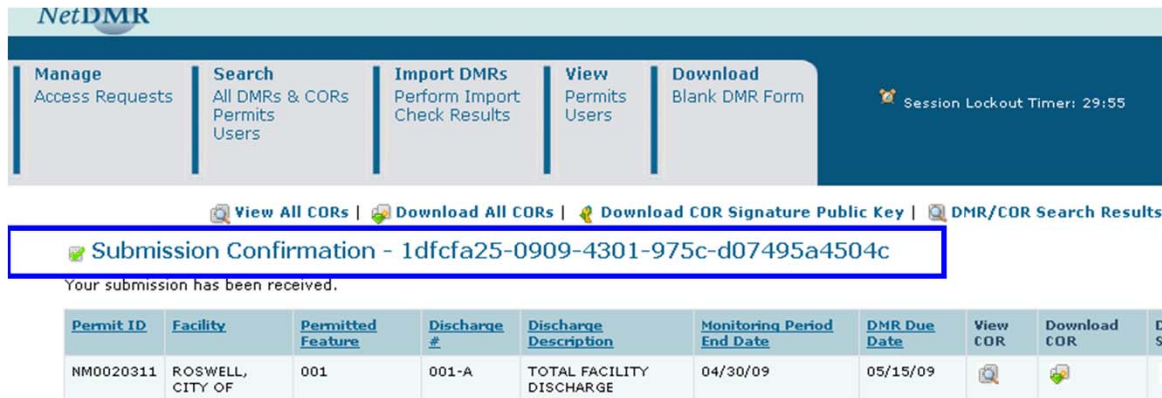
Submit

Do Not Submit



DMR Submittal Confirmation

- After you sign and submit DMRs, you will receive this confirmation screen:



The screenshot shows the NetDMR interface. At the top, there's a navigation bar with links: Manage Access Requests, Search All DMRs & CORs Permits Users, Import DMRs Perform Import Check Results, View Permits Users, and Download Blank DMR Form. A session lockout timer of 29:55 is displayed. Below the navigation bar, there are links: View All CORs, Download All CORs, Download COR Signature Public Key, and DMR/COR Search Results. A confirmation message is highlighted with a red box: "Submission Confirmation - 1dfcfa25-0909-4301-975c-d07495a4504c". Below this, it says "Your submission has been received." and a table with submission details.

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View COR	Download COR
NM0020311	ROSWELL, CITY OF	001	001-A	TOTAL FACILITY DISCHARGE	04/30/09	05/15/09		

- You may also View or Download your COR (copy of record) on this screen



Email Confirmation

- Email notifications can be sent confirming DMR submissions
 - Emails will also notify of any possible warnings, errors, or violations >500%
- To add someone's email address to the notification list, Search by Permit

DMR Submission Notifications

Edit the email addresses that are sent submission acknowledgments any time a DMR is submitted for this permit.

Enter another email address:

Add

No results.



Email Confirmation

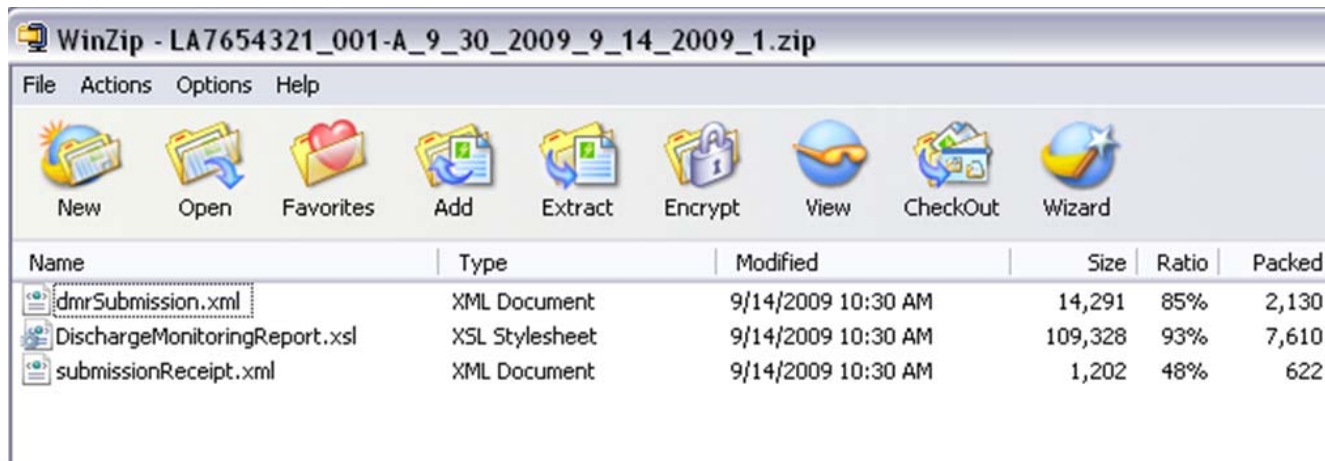
- Email confirmations will let you know if:
 - DMRs have been submitted
 - COR Submissions have been received by the EPA Region 10
 - a DMR contains possible warnings or errors

Sender ^	Subject ^	Date ▼	Size ▼	^	^	▼
netdmr-notification	NetDMR DMR(s) Submittal Processed with possible Warnings or Errors	04/30/2009 05:40 PM	3,446			
netdmr-notification	NetDMR DMR(s) Submitted	04/30/2009 05:20 PM	3,168			
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,432			
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,441			
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,438			
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,430			





Download DMR Copy of Record (COR)

- Select the DMRs from the search results screen
- Creates zip file for each DMR report
 - DMR XML (dmrSubmission.xml)
 - Style Sheet (DischargeMonitoringReport.xls)
 - Submission Receipt XML (submissionReceipt.xml)
 - Must extract files for the style sheet to apply



Home | My Account | Request Access | Help | Logout User: SampleFacilityUser





Search
All DMRs & CORs
DMRs Ready to
Submit

Import DMRs
Perform Import
Check Results

Download
Blank DMR Form

Session Lockout Timer: 19 min

[View All](#) |
 [Sign & Submit Checked DMRs](#) |
 [Download Checked CORs](#) |
 [Refresh Permit Data](#) |
 [Print Friendly View](#) |
 [Refine Search](#) |
 [New Search](#)

DMR/COR Search Results

Page 1 Go Showing reports 1-9 of 9

Next Step(s)	Permit #	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	9/30/07	10/31/07	Ready for Data Entry		Check All Clear All	Check All Clear All
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	8/31/07	9/30/07	NetDMR Validation Errors			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	7/31/07	8/31/07	NetDMR Validated		<input type="checkbox"/>	
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	6/30/07	7/31/07	Submission Errors	7/15/07		<input type="checkbox"/>
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	5/31/07	6/30/07	Completed	6/18/07 6/15/07 6/10/07		<input type="checkbox"/>
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-T	Toxicity once during life of permit	12/31/10	1/31/11	Signed & Submitted	11/1/07		<input type="checkbox"/>
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	9/30/07	10/31/07	Partially Completed			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	8/31/07	9/30/07	NetDMR Validated	9/22/07	<input type="checkbox"/>	<input type="checkbox"/>
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	7/31/07	8/31/07	Completed	8/30/07		<input type="checkbox"/>





United States
Environmental Protection
Agency

Region 10 NPDES Compliance Unit

Module 6: Other NetDMR Functions



Importing DMRs

NetDMR Permittee and Data Provider User Guide

- Import DMRs, Section 5.2.2
- Import DMR File Format, Appendix B
- Import DMR File Specifications, Appendix C



Importing DMRs

Import Files

- New Data
- Partially entered data (in progress)
- DMR Corrections



Importing DMRs

- Can import one or more DMRs by uploading a comma delimited or comma separated format text file
- Comma Separated Value (CSV) format
 - Header row
 - Separate line for each parameter
- DMR Import File
 - File name cannot contain spaces
 - File extension must be .csv, .txt, or .zip
 - File cannot be larger than 20 megabytes



Importing DMRs

Once DMR Import File has been Imported, important to:

Check for Import Errors:

- Each file can contain data multiple permit numbers if needed
- Errors in one row do not prevent other rows from being processed
- Section 5.2.2.2 lists all import validations NetDMR performs

Must still use the NetDMR web form to

- Acknowledge soft errors
- Add DMR level information (comments/attachments)
- Sign and Submit completed DMR



Review Import File Example

Edit DMR

Expand Header

Permit ID: **MA0100617** | Permitted Feature ID: **001** | Discharge: **A** | Monitoring End Period: **06/30/10** | DMR Due Date: **07/15/10** | Status: **Not Saved**

Form NODI:

Showing Parameters 1 - 10 of 17 [1](#) [2](#) [3](#)

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
00300	Oxygen, dissolved (DO)	Smpl.				=	8		mg/L		02/01	GR
1 - Effluent Gross												
Season: 0		Req.				>=	6 Minimum		Milligrams per Liter		Twice Per Day	GRAB
NODI:		NODI										
00400	pH	Smpl.				=	6.5		SU	1	01/01	GR
1 - Effluent Gross												
Season: 1		Req.				>=	6.5 Minimum	<=	8.3 Maximum		Daily	GRAB
NODI:		NODI										
00530	Solids, total suspended	Smpl.	=	1500	lb/d	=	30	=	40	=	60	mg/L
1 - Effluent Gross												
Season: 1		Req.	<=	1551 Monthly Average	Req Mon Daily Maximum	Pounds per Day	<=	20 Monthly Average	<=	20 Weekly Average	Req Mon Daily Maximum	Milligrams per Liter
NODI:		NODI										
00530	Solids, total suspended	Smpl.	=	3000	lb/d	=	80	=	100		02/07	24
G - Raw Sewage Influent												
Season: 0		Req.	Req Mon Monthly Average	Req Mon Daily Maximum	Pounds per Day	Req Mon Monthly Average		Req Mon Daily Maximum	Milligrams per Liter		Twice Every Week	COMP24



Import CSV File Example

- Note: Do not save a .csv file two times, all leading zeros disappear and the data is changed to a different format. Modify the excel file and rename it as a different xml file.



Using Excel File Template Example

Import File example07_13_11.xlsx [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DMR Import File with Descriptions (Blue indicates required fields)															
2	Appendix C															
3	Permitted Feature ID	Limit Set Designator	Monitoring Period End Date (yyyy-mm-dd)	Parameter Code	Monitoring Location Code	Season Number	Quantity 1 NODI Code	Quantity 1 Qualifier Text	Quantity 1 Sample Type	Quantity 1 Effluent Value (Effluent Trading Partner)	Quantity 2 NODI Code	Quantity 2 Qualifier Text	Quantity 2 Sample Value	Quantity 2 Effluent Value (Effluent Trading Partner)	Quantity Unit of Measure Code	Concentration 1 - NODI Code
4	permitted_feature_id	limit_set_txt	mped_txt	parameter_cd	monitoring_location_cd	season_num	quant_1_nodi_cd	quant_1_qualifier_txt	quant_1_sample_num	quant_1_effluent_num	quant_2_nodi_cd	quant_2_qualifier_txt	quant_2_sample_num	quant_2_effluent_num	quant_uom_cd	conc_1_nodi_cd
5	001	A	2010-06-30	00300	1	0										
6	001	A	2010-06-30	00400	1	0										
7	001	A	2010-06-30	00530	1	0		=	1500			=	2000		lb/d	
8	001	A	2010-06-30	00530	G	0		=	3000			=	5000		lb/d	
9																
10	001	A	2010-06-30	00720	1	0		<	0.2238			<	0.327		lb/d	
11	001	A	2010-06-30	00951	1	0		=	103				103		lb/d	
12	001	A	2010-06-30	01002	1	0		>	1.31			<	1.97		lb/d	
13	001	A	2010-06-30	01501	1	0										
14	002	Q	2010-06-30	00530	1	0	C				C					
15	002	Q	2010-06-30	00951	1	0	C				C					
16	002	Q	2010-06-30	01062	1	0	C				C					
17	002	Q	2010-06-30	01092	1	0	C				C					
18																
19																
20																



How to Import file into NetDMR

- Log into your NetDMR instance with “edit” or “signatory” access

Home | My Account | Request Access | Help | Logout User: magpermit@hotmail.com, Permittee User

NetDMR EPA Region 1, New England

Manage Access Requests **Search** All DMRs & CORs Permits Users **Import DMRs** Perform Import Check Results **View** Permits Users **Download** Blank DMR Form

Session Lockout Timer: 29:40

Search: All DMRs & CORs DMRs Ready to Submit Permit ID Users

All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

Permit ID: All Update

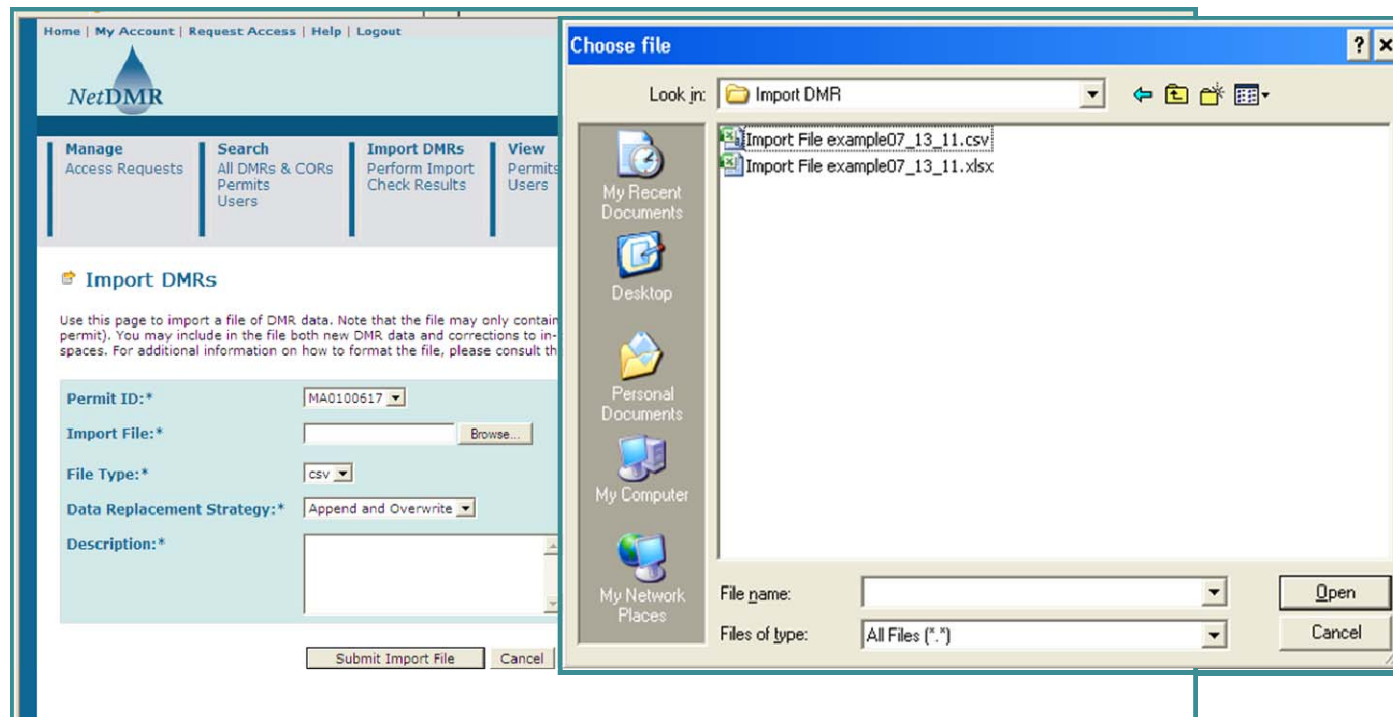
Last 10 Logins

Date	Time	Status
6/30/11	10:52 AM	-
6/30/11	9:03 AM	-
6/22/11	3:46 PM	-
6/20/11	11:17 AM	-
5/17/11	12:42 PM	1 DMR submitted.



How to Import file into NetDMR

- Click “browse” to locate the DMR import file
 - Double click on the file name or highlight and open
 - Remember: File type must be .txt, .csv, or zip
 - No spaces in filename



Importing DMRs

Things to remember

All * fields are required.

Import DMRs - Windows Internet Explorer provided by EPA

https://netdmrtest.epacdx.net/netdmr-web/protected/permituser/import_dmr.htm?_FlowExecutionKey=_cE4274484-7D3F-3689-EF2D-875925E7747C_KC7883580-99EA-F9...

File Edit View Favorites Tools Help

US EPA Region 1: EPA New England ... Import DMRs

Home | My Account | Request Access | Help | Logout

Users:mappermit@hotmail.com, Permittee User

NetDMR EPA Region 1, New England

Search All DMRs & CORs Import DMRs Perform Import Check Results Download Blank DMR Form

Session Lockout Timer: 27:04

Import DMRs

Use this page to import a file of DMR data. Note that the file may only contain data for one permit (although it may cover multiple permitted features, limit sets, and monitoring periods beneath the permit). You may include in the file both new DMR data and corrections to in-process or previously submitted DMRs. The file may not be larger than 20 megabytes and the file name may not contain spaces. For additional information on how to format the file, please consult the Help system. Fields marked with * are required.

Permit ID:* MA0100617

Import File:* Q:\Share\NetDMR\Tr... Browse... (File of DMR data, not attachments)

File Type:* csv

Data Replacement Strategy:* Append and Overwrite

Description:* Oct 2010 DMR Import

Submit Import File Cancel

No spaces in filename

Be sure File Type matches file extension (.csv, .zip, txt)

Freq. of analysis & sample type – Must use Append & Overwrite



NetDMR Import Error Messages

Sample Error File: Line 12: parameter was 01062 instead of 01067. Line 13: values were entered with the qualifier, ex. <6.1 , <8.7 (qualifier is entered in separate field)

DMR Import Log

Transaction ID	Submission Date/Time	Permit ID	Facility	Import File	Data Replacement Strategy	Description	Status
74	5/27/09 2:44:42 PM EDT	NM0022306	CHEVRON MINING INC.	ImportNM22306Minor.csv	Append and Overwrite	Minor Errors	Failed

Showing 7 of 7 messages.

<u>Date/Time</u>	<u>Error Type Code</u>	<u>Error Code</u>	<u>Description</u>
5/27/09 2:55 PM	Information	Begin import	Begin import
5/27/09 2:55 PM	Information	Header Row	Line 1: Header row detected and ignored.
5/27/09 2:55 PM	Error	Parameter Value	Line 12: No matching parameter value was found.
5/27/09 2:55 PM	Error	Quantity 1 Sample	Line 13: The Quantity 1 Sample value is not a number.
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 13: The Quantity 2 Sample value is not a number.
5/27/09 2:55 PM	Information	End import of file	End of importing file ImportNM22306Minor.csv
5/27/09 2:55 PM	Information	End import	Importation process has completed with 2 lines with errors and 28 lines successfully committed.

Back



NetDMR Import Error Messages

Sample Error File: Line 11: data entered in field where data was not expected, Line 12: no matching parameter, Line 20: 01/month frequency of analysis, Line 28-31: Data and NODI enter for a parameter in the same field.

DMR Import Log							
Transaction ID	Submission Date/Time	Permit ID	Facility	Import File	Data Replacement Strategy	Description	Status
75	5/27/09 2:46:46 PM EDT	NM0022306	CHEVRON MINING INC.	ImportNM22306Major.csv	Append and Overwrite	NM22306 Major	Failed

Showing messages 1-10 of 11. << 1, 2 >>> [View All](#)

Date/Time	Error Type Code	Error Code	Description
5/27/09 2:55 PM	Information	Begin import	Begin import
5/27/09 2:55 PM	Information	Header Row	Line 1: Header row detected and ignored.
5/27/09 2:55 PM	Error	Conc. 1 Sample	Line 11: The Conc. 1 Sample Number is present even though no permit limit is set for Conc. 1
5/27/09 2:55 PM	Error	Parameter Value	Line 12: No matching parameter value was found.
5/27/09 2:55 PM	Error	Freq of Analysis	Line 20: The Frequency of Analysis Record is not a valid code in NetDMR.
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 28: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 29: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 30: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 31: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Information	End import of file	End of importing file ImportNM22306Major.csv

[Back](#)



Questions?



Region 10 NetDMR Team Contact Information

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eng.sharon@epa.gov
- Region 10 NetDMR Email Address: R10NetDMR@epa.gov
- NetDMR Website:
<https://netdmr.epa.gov/netdmr/public/home.htm;jsessionid=95E21EFA45E8ECE23EF4BF099FD8F5EC>

